

CITY OF WILDOMAR  
MEASURE Z OVERSIGHT ADVISORY COMMITTEE  
AGENDA

6:30 P.M. – SPECIAL MEETING

SEPTEMBER 11, 2014  
Council Chambers  
23873 Clinton Keith Road



Scott Bradstreet, Chairman  
Dawn DeVolder, Vice Chairman  
Kathleen Bundy, Committee Member  
Monty Goddard, Committee Member  
Jamie Johnson, Committee Member

Gary Nordquist  
City Manager

Debbie A. Lee  
City Clerk

## **SPECIAL MEETING AGENDA SEPTEMBER 11, 2014**

**PLEASE TURN ALL DEVICES TO VIBRATE/MUTE/OFF  
FOR THE DURATION OF THE MEETING. YOUR  
COOPERATION IS APPRECIATED.**

**CALL TO ORDER – SPECIAL SESSION - 6:30 P.M.**

**ROLL CALL**

**FLAG SALUTE**

**PUBLIC COMMENTS**

This is the time when the Committee receives general public comments regarding any items or matters within the jurisdiction of the Committee that do not appear on the agenda. Each speaker is asked to fill out a “Public Comments Card” available at the Chamber door and submit the card to the City Clerk. Lengthy testimony should be presented to the Committee in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker. Prior to taking action on any open session agenda item, the public will be permitted to comment at the time it is considered by the Committee.

1. **Annual Report Process**  
**RECOMMENDATION:** Staff recommends that the Committee discuss the process to prepare the initial Annual Report to the City Council.

**ADJOURNMENT**

If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Any person that requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting, may request such modification, accommodation, aid or service by contacting the City Clerk either in person or by phone at 951/677-7751, no later than 48 hours preceding the scheduled meeting.

I, Debbie A. Lee, Wildomar City Clerk, do certify that on September 10, 2014, by 5:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations:

Wildomar City Hall, 23873 Clinton Keith Road,  
U.S. Post Office, 21392 Palomar Street,  
Mission Trail Library, 34303 Mission Trail Blvd.



Debbie A. Lee, CMC, City Clerk

**Measure Z Oversight Advisory Committee-Special Meeting**  
**Agenda Item #1**  
**SPECIAL MEETING**  
**Meeting Date: September 11, 2014**

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TO: Chairman and Committee Members  
FROM: Gary Nordquist, City Manager  
SUBJECT: Annual Report Process

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee discuss the process to prepare the initial Annual Report to the City Council.

**DISCUSSION:**

During the regularly scheduled Measure Z Oversight Advisory Committee Meeting of July 24, 2014, the Committee requested a special meeting to discuss the process or preparing the initial Annual Report as required by Ordinance 71 and Municipal Code section 3.18 specifically:

**3.18.020 Purpose.**

The tax authorized by this chapter is solely for the purpose of raising revenue to pay for the availability of and the funding, repair, operating and maintenance of community parks and community park related facilities, programs and services within the City of Wildomar. The tax is not imposed as an ad valorem tax on real property, nor a transaction tax or sales tax on the sale of real property. The proceeds of the tax will be deposited in a special fund and shall be restricted for the purposes stated above. As such, the tax is a special tax. (Ord. 71 § 1, 2012)<sup>1</sup>

**3.18.030 Use of proceeds.**

Tax proceeds raised pursuant to this chapter may only be used for Wildomar community park purposes as specified in Section 3.18.020, including, but not limited to, maintaining clean public restrooms, maintaining safe playground equipment, restoring safety lighting, removing graffiti, maintaining sports fields, and maintaining landscaping and public structures situated in Wildomar community parks. Tax proceeds raised pursuant to this chapter may also be used for audit reports as set forth in this chapter. (Ord. 71 § 1, 2012)

**3.18.040 Annual report.**

An annual report shall be prepared and filed with the City Council of the City as provided in Sections 50075.1 and 50075.3 of the California [Government Code](#), and shall contain: (A) the amount of funds collected and expended; and (B) the status of the community

park and community park facilities, programs and services funded by the tax proceeds raised pursuant to this chapter, including the costs of staff, utilities, materials, contract services and other items related to the repair and maintenance of community parks and community park facilities. (Ord. 71 § 1, 2012)

**3.18.050 Annual audit.**

The Director of Finance shall cause the City's independent auditor to perform an annual audit of the expenditure of the proceeds of the tax imposed by this chapter. (Ord. 71 § 1, 2012)

One possible process concept could use the attached as a guide for the Committee Members to consider when providing their narrative input to the annual report. This input would be directed to the Committee Chair and the City Manager for use in the report. City staff will provide the factual information concerning funds collected, expended and programs and/or services provided. The Committee has been provided Pre-Audit financial reports at the past regularly scheduled quarterly meetings. The independent financial audit will be completed during December 2014 as scheduled with the city-wide annual financial audit. When the audited financial reports are completed, they will be forwarded to the Committee for inclusion in the Parks annual report to the City Council. The data and Committee narratives will be compiled by City staff and provided to the Chair for editing. It is estimated that the draft version of the Parks annual report could be presented to the Committee for review and approval at the January 22, 2015 regularly scheduled meeting.

Other process concepts are encouraged to be discussed during the meeting.

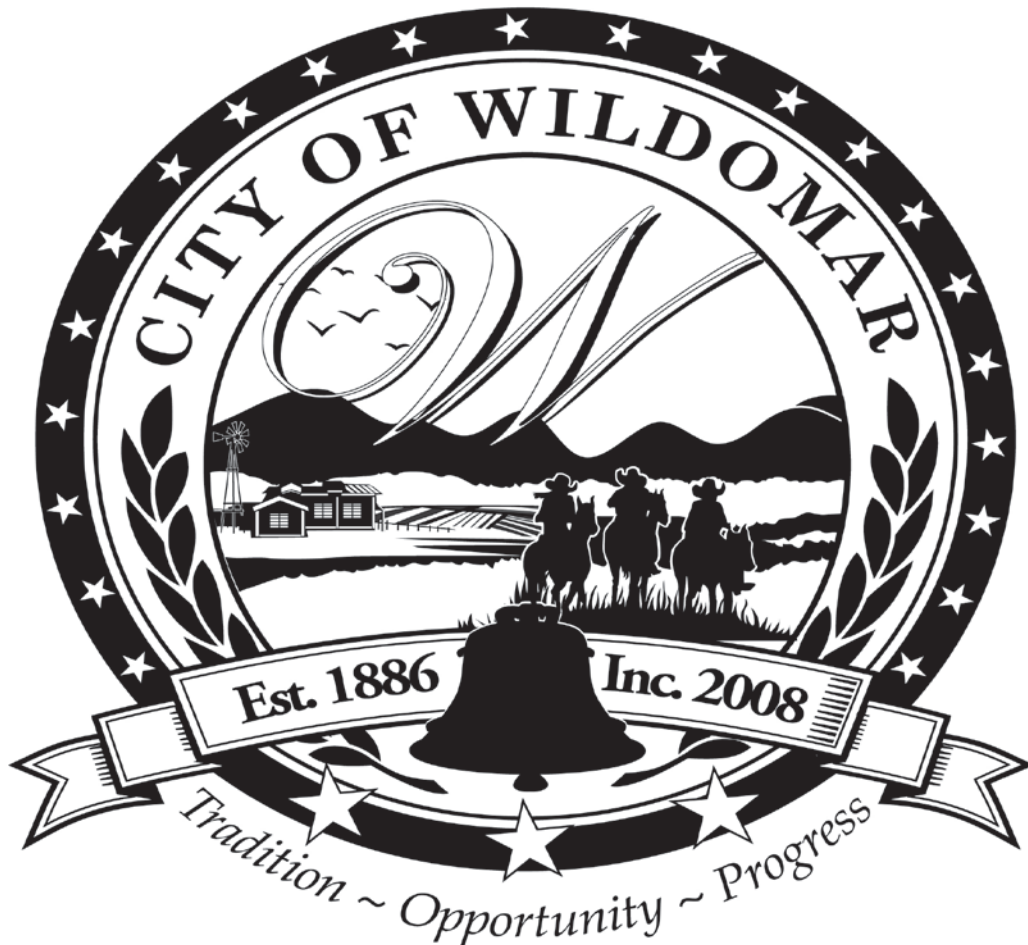
Submitted and Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Guide for Measure Z Oversight and Advisory Committee Member's Annual Report Narrative Input

# Attachment

# CITY OF WILDOMAR



## MEASURE Z COMMITTEE

**YEAR-END REVIEW**

**2013-2014**

CITY OF WILDOMAR – MEASURE Z YEAR-END REVIEW

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COMMITTEE MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

WERE MEASURE Z FUNDS COLLECTED AND EXPENDED AS REQUIRED BY ORDINANCE 71 (Municipal Code 3.18)? IF YES EXPLAIN, IF NO EXPLAIN

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STATUS OF COMMUNITY PARK AND COMMUNITY PARK FACILITIES?

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STATUS OF PROGRAMS AND SERVICES

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COMMENTS/CONCERNS: \_\_\_\_\_

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